

169 Main Street
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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

RE- ADVERTISEMENT

POST: BUILDING CONTROL SPECIALIST

PERMANENT POSITION

ANNUAL SALARY: R351 569.00 allowances: car allowance and cell phone allowance.

MINIMUM REQUIREMENTS AND EXPERIENCE:

An appropriate three (3) year tertiary qualification (Diploma or Degree) in one of the following building disciplines: Building Science, Building Management, Quantity Surveying, Architecture, or equivalent qualification.

Relevant experience a minimum of three (3) years in a building office environment in Local Government.

A valid code B driver's licence.

Computer literate

KEY PERFORMANCE AREAS:

- Monitor compliance with standards and specification with regard to new building, additions and renovation to existing structure.
- Coordinate task/ activities associated with the implementation of procedures.
- Prepare and present investigational and qualitative reports.
- Process/approve transactional works documentation and issue compliance notices to align practices.
- Implement council policies with regards to building control functions as well as outdoor advertising.
- Visit specific work-sites and conduct inspections.

- Measure and determine conformity to specifications.
- Monitor and verify that encroachments onto public spaces are correctly noted by the planning & housing department.
- Produce necessary reports / recommendations with regards to building control function to assist local municipality in making sound council decisions.
- Provide building control inputs for IDP process
- Approval of all building plans
- Responsible for the law enforcement of national building regulations
- Supervise the maintenance and update of the plan submission register
- Liaise and provide general advice to the public and developers regarding all aspects of development
- Comment on town planning applications and provide information to town planning department
- Responsible for the effective and efficient operating of the building control section

POST: PERSONAL ASSISTANT TO SENIOR MANAGER STRATEGIC PLANNING, HOUSING AND LED

PERMANENT POSITION

ANNUAL SALARY: R155 426.14

MINIMUM REQUIREMENTS AND EXPERIENCE:

- N. Diploma/ bachelor's degree in Office Administration/ Public Management or secretarial diploma. Experience: 3-5 years' experience in rendering administrative support to Senior Management
- Communication (verbal and written) with people at different levels and from different backgrounds
- good telephone etiquette, computer skills and understanding of all Microsoft office programmes (Excel, Word and PowerPoint) and Internet, sound organizational and interpersonal relations, reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.
- Knowledge of the relevant legislation/ policies/prescripts and basic knowledge on financial administration. Ability to maintain high confidentiality. Ability to track document and retrieval system.

KEY PERFORMANCE AREA

- Provide secretariat/receptionist support to the Senior Manager; receives telephone calls, manage the diary of the senior manager and compile realistic schedules of appointments.
- Renders administrative support; ensure the effective flow of information and documents from the office, scrutinize routine submissions/ reports and make notes.
- Provides support regarding meetings; scrutinize documents to determine actions, record minute decision, communicate to relevant role players and coordinate logistical arrangements for meetings.
- Assisting the senior manager in managing and monitoring departmental performance.
- Confirming for travel and accommodation details, attending to specific business arrangements and briefing management on itinerary and specific requirements prior to departure.

Applications with comprehensive curriculum vitae, certified copies of educational qualifications must be addressed to:

The Municipal Manager – Mr Z. S SIKHOSANA; Attention: Corporate Services Manager Ms N. N. Nduku UMzimkhulu Municipality; P.O. Box 53; or hand delivered to 169 Main Street; UMzimkhulu; 3297

CLOSING DATE: 29 MARCH 2018

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability

Enquires can be directed to the Corporate Services Manager. No faxed or E-Mailed applications will be accepted.

MR Z. S. SIKHOSANA

MUNICIPAL MANAGER